

## BRANDON TOWN COUNCIL

### Minutes of the Meeting of the **Full Brandon Town Council**

Monday 01 July 2002 at 7:00 pm at Community Centre, Bury Road, Brandon

**Present:** Cllr A P Saxby (Chairman), Cllr Mrs J A Ahern (Vice-Chairman), Cllr E V Ashley, Cllr P S Baldwin, Cllr Ms J S Bourton, Cllr S J Edwards, Cllr Mrs S Jureko, Cllr Mrs E Milner, Cllr P R Ridgwell, Cllr R Silvester, Cllr A Thorne, Cllr N A Vant.

**Also Present:** Linda Sherer (Town Clerk); Squadron-Leader Mike Turner (RAF Commander, RAF Lakenheath); Inspector Nick Bennett (Police); Mr David Capon (SCC Street Works Manager, Environment & Transport); Mr Titmuss and other members of the Public.

#### **1. APOLOGIES FOR ABSENCE**

Cllr Mrs S M Jones-Weetman.

The Chairman then stood to advise the Town Council that former Councillor Adrian Pugh had sadly passed away on 07 June 2002. The Funeral, on 14 June 2002, had been attended by Cllr Mrs J A Ahern, representing Brandon Town Council. A letter of condolence had been sent to the bereaved parents. A one minute silence was held as a mark of respect.

#### **2. DECLARATIONS OF INTEREST [PCC of C 2001/LGA 2000]**

Cllr Mrs J A Ahern declared an interest in Agenda Items 13 (designated "18 Mar" end of list Accounts line item Price Waterhouse Cooper) and 32 (PriceWaterhouseCooper) and duly signed the Declaration of Interests book. Cllr P Baldwin declared an interest in Agenda Items 16 and 37 and duly signed the Declaration of Interests book. Cllrs Saxby and Vant declared an interest in Agenda Items 13 (designated "18 Mar" end of list Accounts line item PriceWaterhouseCooper) and 32 (PriceWaterhouseCooper) and duly signed the Declaration of Interests book.

#### **3. REGISTER OF MEMBERS' INTERESTS [PCC of C 2001/LGA 2000]**

The Chairman reminded Councillors of the requirement to register any new interest, under the Parish Council's Model Code of Conduct 2001, within 28 days of each new interest becoming relevant.

#### **4. REPORT FROM THE POLICE**

This item was deferred until after Agenda Item 11. (plus 17.) to allow time for Inspector Nick Bennett to arrive. Standing Orders were suspended for his report and subsequently reinstated. Statistics recorded to 26 June 2002 included :

55 crimes recorded for the month of April 2002 of which 29% show as detected  
67 crimes recorded for the month of May 2002 of which 10% show as detected  
47 crimes recorded for the month of June 2002 of which 9% show as detected  
Foot patrols continued in the town and 11 fixed penalty tickets had been issued.

Inspector Bennett was very pleased to report that the Mildenhall and Brandon Sector detection rates were the best in Suffolk at this time and quoted a figure of almost 40%. He noted that this was due to the excellent work of all his officers as a team and confirmed that the additional Community Beat Officers were now in post.

Cllr Mrs Milner felt the London Road 40 mph speed limit was not working and reported that the sign was not flashing. Inspector Bennett advised that he would contact the speed enforcement officer. Cllr Mrs Ahern referred to vehicles parking on pavements and was informed that the Beat Officers were issuing tickets for this offence. Cllr Saxby asked that police officers be reminded to drive around the one-way system, when exiting the police station, instead of making an illegal turn.

Cllr Saxby thanked Inspector Bennett for his time in kindly attending the meeting.

#### **5. REPORT FROM RAF LAKENHEATH**

Standing Orders were suspended for his report and subsequently reinstated. The Chairman invited Squadron-Leader Turner, RAF Commander, to address the Meeting. There was not a great deal of new information to report, at this stage, because the previous Full Brandon Town Council Meeting had taken place quite recently, on 10 June 2002. Cllr Vant enquired for news of Lords Walk. Sqn-Ldr Turner replied that the next meeting was scheduled for Monday 08 July 2002 at the offices of FHDC in Mildenhall. Cllr Vant enquired under what legal right the Lords Walk Closure was made. Mr David Capon of SCC was invited to comment and advised the Meeting that under RTA Regulation Orders 14 that SCC had powers to close on the basis of safety issues. Cllr Ashley read an article about new construction work around RAF Lakenheath and lorries with police escorts exiting the Base and hoped that no hazardous materials were contained therein. Sqn-Ldr Turner responded that there would be ongoing construction and improvement, of housing and facilities at the Base, over the next five years, including taxiway repairs.

Cllr Saxby thanked Sqn-Ldr Turner for his time in kindly attending the meeting.

#### **6. REPORTS FROM COUNTY AND/OR DISTRICT COUNCILLORS**

County Cllr Bill Bishop was away and thus unable to attend the meeting. He had given a brief, verbal report to the Town Clerk, for the meeting. He had nothing new to relate because the previous Full Brandon Town Council Meeting had taken place quite recently, on 10 June 2002. This factor also influenced the reports of District Cllrs Reg Silvester and Stephen Edwards.

#### **7. RATIFICATION OF MINUTES OF PREVIOUS MEETINGS**

Minutes of the Full Brandon Town Council Meeting of Monday 10 June 2002.  
Proposed : Cllr Silvester; seconded : Cllr Edwards; **CARRIED** : unanimous.  
Resolution Record No. **BTC46/01/Jul/02** : THAT THE MINUTES OF THE FULL BRANDON TOWN COUNCIL MEETING OF MONDAY 10 JUNE 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

The Minutes of the Health & Safety Committee of Monday 08 April 2002.  
Proposed : Cllr Silvester; seconded : Cllr Edwards; **CARRIED** : unanimous.

Resolution Record No. **BTC47/01/Jul/02** : THAT THE MINUTES OF THE HEALTH & SAFETY COMMITTEE MEETING OF MONDAY 08 APRIL 2002 BE ACCEPTED AND SIGNED AS A TRUE RECORD.

### **8. MATTERS ARISING FROM MINUTES**

The quotation for repairs to the Cemetery Depot wall had been clarified by the Town

Clerk. There were two separate options for repair of the same problem. Cllr Baldwin suggested that the decision be deferred until the Annual Cemetery Meeting on Wednesday 17 July 2002 when the repair could be fully considered and a decision made. It was agreed to so defer.

### **9. RESOLUTION TO AMEND DECEMBER MEETING DATE**

Resolution Notice No. 87 from Cllr Saxby. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Baldwin; **CARRIED** : unanimous. Resolution Record No. THAT BRANDON TOWN COUNCIL RESOLVES TO CONDUCT THE DECEMBER 2002 FULL TOWN COUNCIL MEETING ON MONDAY 16 DECEMBER 2002, INSTEAD OF ON THE FIRST MONDAY OF THE MONTH, TO PERMIT ADMINISTRATION BY THE TOWN CLERK ON RETURN FROM ANNUAL LEAVE.

### **10. URGENT BUSINESS**

(1.) The Chairman opened by requesting Councillors to assist in making the best use of the Town Clerk's time. In the event that they had lengthy matters to discuss, it would be very helpful if they could telephone first, to arrange a mutually convenient appointment. This would ensure that the Town Clerk could arrange the daily workload to allow her to give 100% attention to their queries.

(2.) A formal written request to rescind an earlier resolution had been signed by the required three Councillors and was presented to the Meeting, viz. Proposed : Cllr Ashley; seconded : Cllr Mrs Ahern; third signatory : Cllr Saxby; **CARRIED** : 8 for, 3 against, 1 abstention. Resolution Record No. **BTC49/01/Jul/02** : THAT AS A RESULT OF THE RECEIPT OF NEW INFORMATION THE PREVIOUS RESOLUTION NO. BTC/26/10/JUN/02 BE RESCINDED AND THE MATTER RE-OPENED FOR DISCUSSION.

Cllr Ashley read out a letter, from the daughter of a Brandon resident, in which she requested the naming of the development at Mile End Road in recognition of her father's contribution to the community of Brandon over many years. Cllr Thorne enquired why the name Mile End had not been suggested. Cllr Saxby advised that the Post Office did not favour that designation. Cllr Silvester suggested the name Gordon Close. Cllr Baldwin wished to retain the original suggestion of "Crossbill" Close as he felt it might set a precedent to name streets after current residents. Proposed : Cllr Baldwin; seconded : Cllr Thorne; motion defeated : 3 for, 8 against, 1 abstention: *That Brandon Town Council suggests the name 1 – 4 Crossbill Close for the street name and numbers of the four bungalows and garages at Mile End Garage, London Road, Brandon.*

Proposed : Cllr Mrs Jureko; seconded : Cllr Silvester; **CARRIED** : 8 for, 3 against,

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abstention. Resolution Record No. **BTC50/01/Jul/02** : THAT BRANDON TOWN COUNCIL SUGGESTS THE NAME 1 – 4 GORDON CLOSE FOR THE STREET NAME AND NUMBERS OF THE FOUR BUNGALOWS AND GARAGES AT MILE END GARAGE, LONDON ROAD, BRANDON.

(3.) Location of street lamp at 1 Forest Way, Brandon. A resident, who had recently purchased this property, was concerned at the location of the existing street lamp in relation to the property's driveway and enquired if it could be moved. A photocopy was circulated to Councillors to explain the positioning of this lamp standard. It was

discussed and agreed that the Town Council could not undertake this work and that it

was a matter for the purchaser's solicitors to clarify. Proposed : Cllr Saxby (from the

Chair); seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No.

**BTC51/01/Jul/02** : THAT BRANDON TOWN COUNCIL WILL NOT UNDERTAKE TO PAY FOR THE REPOSITIONING OF THE STREET LAMP OUTSIDE 1 FOREST WAY, BRANDON, BUT WILL GRANT PERMISSION FOR THE RESIDENT TO ARRANGE AND PAY FOR ANY SUCH RELOCATION SUBJECT TO THE PERMISSION AND CONDITIONS OF EASTERN CONTRACTING AND 24SEVEN BEING STRICTLY ADHERED TO.

(4.) Additional Golden Jubilee payment to Breckland Steel Band. The Chairman reported that an additional payment was due in respect of the Brandon Golden Jubilee Celebrations of 03 June 2002, namely that of £40 to the Breckland Steel Band to cover the additional hire of a minibus associated with their performance on that date. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jureko;

**CARRIED**: unanimous. Resolution Record No. **BTC52/01/Jul/02** : THAT A CHEQUE FOR £40 BE DRAWN AND PAID OUT TO BRECKLAND STEEL BAND FOR EXPENSES INCURRED IN RELATION TO THEIR PERFORMANCE AT THE BRANDON GOLDEN JUBILEE CELEBRATIONS OF 03 JUNE 2002.

#### **11. + 17. DISCUSSION FORUM WITH S.C.C. REPRESENTATIVE**

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC53/01/Jul/02** : THAT STANDING ORDERS BE SUSPENDED AS AND WHEN REQUIRED THROUGHOUT THE MEETING TO ALLOW INVITED GUESTS TO SPEAK TO THE MEETING AND TAKE QUESTIONS FROM THE FLOOR.

Mr David Capon, Suffolk County Council Street Works Manager, was welcomed by the Chairman and invited to address the Meeting. Standing Orders were suspended for the duration of this item and subsequently reinstated. It was agreed to take Item 17. Highways Matters in Brandon at this time. Mr Capon confirmed that the Public Meeting to discuss the proposed permanent Closure of Lords Walk and other roads surrounding the Mildenhall and Lakenheath Bases would take place on Tuesday 16 July 2002 at 7:00 p.m. in the Beck Row Community Centre, Beck Row. An earlier

meeting, on Monday 08 July 2002, would take place between MoD, RAF, District, Town and Parish Councillors.

The matter of the BRANDON BY-PASS was raised immediately by Councillors.

Mr Capon explained that this was not in his area but he would do his best to assist. He confirmed that the Local Transport Plan was in two sections : (a) five-year objectives; and (b) ten-year objectives. The Brandon By-pass proposal was included in the second section. It was envisaged that the groundwork could commence in 2006/7 and the reality was that the By-pass could happen around 2009/10. The requirement for a By-pass had been identified and was not in dispute. It was a question of budgets and the completion of various programmes already in progress. Cllr Saxby was concerned that the By-pass completion date was continuously being put back. He confirmed that Brandon urgently needed a By-pass and felt that Brandon Town Council should take action now. Mr Capon advised that the current Government does not prioritise road building. Cllr Vant commented that the town is drowning under the weight of traffic and was concerned that a pattern seemed to be emerging in relation to funding and the eligibility of Brandon to benefit from that available. Cllr Saxby observed that the residents of Brandon feel they are being continuously left out of funding because the town is located on the Norfolk/Suffolk border. Cllr Ashley wished Brandon Town Council to be kept more fully informed by Suffolk County Council as to its plans for highway matters in Brandon and wanted to know why the traffic island in London Road at the Crown Street junction was being moved again. Mr Capon replied that SCC had been requested to move the island because of difficulties with lorries turning right; SCC was currently in discussions with local residents in this regard. Cllr Silvester queried the problem with the island as he felt that it was working. Cllr Mrs Milner emphasized the current use of Hillside and Woodlands Rise as a "rat run" every time highway works were carried out on London Road and questioned whether SCC were planning to take any steps to deter this dangerous practice. Cllr Thorne pointed out that the centre line at the junction of Hillside/Woodlands Rise is wrongly placed. Mr Capon advised that the A1065 would only be used, in this particular instance, during the hours of 2300 and 0500, to take the traffic from the closing of the A11 for essential works. He concluded that all schemes had to have the approval of the full Suffolk County Council.

Cllr Vant observed that discussion of trivia would cloud the issue. Cllrs Saxby and Mrs Ahern felt that there should be a Public Meeting in Brandon regarding the By-pass. Mr Capon agreed to take back the feeling of the Meeting to Suffolk County Council and to report back their findings to Brandon Town Council. Cllr Mrs Ahern commented that the proposed permanent Lords Walk Closure would push even more traffic through Brandon and wondered if the MoD would help fund the By-pass. Cllr Ridgwell referred to a relief road but Cllr Saxby felt that this would detract from the By-pass issue. Mr Capon advised that a Pelican Crossing would be created on Saffron Close. The Chairman thanked Mr Capon for kindly attending the Meeting.

#### **14. REQUEST FOR SPEED BUMPS IN GAS HOUSE DROVE**

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC54/01/Jul/02** : THAT ITEM 14 BE

BROUGHT FORWARD TO ALLOW THE RESIDENT CONCERNED TO ADDRESS THE MEETING.

Mr Titmuss of Leamon Court, Brandon, had written to enquire if additional speed bumps could be placed in the area of Gas House Drove, directly outside the Leamon Court development, to deter speeding cars which sprayed dust all over those properties. Standing Orders were suspended for the duration of this item and subsequently reinstated.

Mr Titmuss was invited to address the Meeting, in support of his letter, which had previously been circulated to all Councillors. Discussion of the request ensued. Cllr

Ridgwell noted that the original planning application, from the developer of properties

in Gas House Drove, had stipulated that the builder should tarmac the road; but this had not happened. Cllr Silvester wondered as to the responsibility for that section. Cllr Vant stated that Gas House Drove was an R.U.P. (road used as a public footway) over its full length and so was the responsibility of Suffolk County Council. The original builder had developed the properties on a one-at-a-time basis and thus avoided the requirement to provide tarmac. It was not the responsibility of Brandon Town Council to tarmac or create speed bumps in Gas House Drive. Cllr Ashley enquired if he should declare an interest in the discussion, as he owned a meadow abutting Gas House Drove; but was not required to do so. Mr David Capon agreed that the use of Gas House Drove was changing and advised that he would have the matter investigated by colleagues at Suffolk County Council. Cllr Edwards informed the Meeting that the house building in Gas House Drove did not warrant a 106 Agreement because it was being conducted on a one-at-a-time basis. Mr Capon advised that the current speed bumps were non-regulation and explained that great care must be taken to adhere to correct legal criteria in this regard. He would investigate the situation. Cllr Saxby requested a written response to Brandon Town Council on this item.

## **12. PLANNING APPLICATIONS**

Decisions from Brandon Full Town Council Meeting of Monday 01 July 2002.

**F/2002/362 : Mile End Works, 240 London Road, Brandon** . Erection of twenty (20) dwellings, garages including construction of access road and public open space (MAJOR DEVELOPMENT) for Baker & Nisbet Ltd. Cllr Mrs Ahern was concerned that there were too many properties proposed; located too close together; being 3/4/5-bedroom houses and too expensive for local people to purchase; being built for rental to USAF personnel exclusively. Cllr Silvester informed the Meeting that the planning application under licence for Base Housing was already approved. Cllr Thorne expressed concern that it would cause more traffic problems on London Road. Proposed: Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : 6 for, 1 against, 5 abstentions. Resolution Record No.

**BTC55/01/Jul/02 : THAT BRANDON TOWN COUNCIL OBJECTS TO PLANNING APPLICATION F/2002/362 ON THE FOLLOWING GROUNDS :**

- (A) THAT THE PROPOSED DEVELOPMENT F/2002/362 WILL CAUSE INCREASED TRAFFIC PROBLEMS ON LONDON ROAD, BRANDON, WHICH IS ALREADY GRAVELY CONGESTED;
- (B) THAT THE PROPOSED DEVELOPMENT F/2002/362 BEING

DESIGNATED SPECIFICALLY FOR USAF PERSONNEL HOUSING  
COULD POSE AN INCREASED SECURITY THREAT TO THE  
LOCAL RESIDENTS IN BRANDON.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jureko; **CARRIED** :  
unanimous. Resolution Record No. **BTC56/01/Jul/02** : THAT BRANDON TOWN  
COUNCIL RESOLVES NO OBJECTION TO PLANNING APPLICATIONS  
F/2002/337, 354, 358, 359, 378, 389, 395 AND 399/CL.

**F/2002/337 : 7 Downham Way, Brandon.** Erection of single-storey extension to  
side for Mrs Hardaker. Resolved : **NO OBJECTION**

**F/2002/354 : 19 St Davids Close, Brandon.** Erection of single-storey front  
extension for Mr S Butler. Resolved : **NO  
OBJECTION**

**F/2002/358 : 14 St Margarets Drive, Brandon.** Erection of single-storey rear  
extension for Mr & Mrs Allen. Resolved : **NO OBJECTION**

**F/2002/359 : 15 Edmund Road, Brandon.** Erection of two-storey side extension  
and conservatory to rear for Mr & Mrs Taylor. Resolved : **NO OBJECTION**

**F/2002/378 : 20B Highbury Avenue, Brandon Industrial Estate, Brandon.**  
Change of Use to coach depot for storage and maintenance including erection of  
roller shutter door to existing building for A M Lewis. Resolved : **NO  
OBJECTION**

**F/2002/389 : 27 Rowan Drive, Brandon.** Single-storey front extension.  
Resolved : **NO OBJECTION**

**F/2002/395 : Omar Homes Ltd, London Road, Brandon.** Alterations to factory  
exterior including WC annex extension. Resolved : **NO OBJECTION**

**F/2002/399/CL : Laundry Cottage, Brandon Country Park, Bury Road,  
Brandon.** Certificate of Lawfulness for an existing use – siting of caravan for the  
grooming of dogs. Resolved : **NO OBJECTION**

### **13. APPROVAL OF JUNE 2002 ACCOUNTS FOR PAYMENT**

Cllrs Mrs Ahern, Saxby and Vant had earlier declared an interest in Agenda Item  
13.; here described as “18 Mar” (PriceWaterhouseCooper) and would be required to  
leave the room. Therefore, it was agreed to take this item in four separate voting  
sections.

Proposed : Cllr Baldwin; seconded : Cllr Mrs Jureko; CARRIED : 11 for, 1 against,  
0 abstention. Resolution Record No. **BTC57/01/Jul/02** : THAT THE PAYMENT  
LIST SUBMITTED FOR JUNE 2002 PUBLIC ITEMS BE APPROVED AS  
LISTED BELOW WITH THE EXCEPTION OF LINE ITEMS 48 (BRPF) AND  
“18 MAR” PRICEWATERHOUSECOOPER.

Proposed : Cllr Baldwin; seconded : Cllr Thorne; CARRIED :

unanimous. Resolution Record No. **BTC58/01/Jul/02** : THAT THE PAYMENT LIST SUBMITTED FOR JUNE 2002 CONFIDENTIAL ITEMS BE APPROVED AS CIRCULATED TO COUNCILLORS.

**CHEQUES TO BE AUTHORISED FOR PAYMENT 01 JULY 2002 MEETING - PUBLIC ITEMS**

<b>Pay No.</b>	<b>Date</b>	<b>Amount</b>	<b>Supplier</b>	<b>Chq No.</b>	<b>Nett Total</b>	<b>VAT</b>
64	Jun -12	1150.00	L Sommers JUB	560	1500.00	0.00
65	Jun - 30	143.90	Photocopier	561	122.47	21.43
66	Jun - 30	298.52	HSS Hire Group	562	246.40	43.12
67	Jun - 30	59.22	HSS Hire JUB	563	50.40	8.82
68	Jun - 30	58.75	ARCO	564	50.00	8.75
69	Jun - 30	387.75	SP Landscapes	565	330.00	57.75
70	Jun - 30	19.58	Canon Copies	566	16.66	2.92
71	Jun - 30	7.00	Community Assoc	567	7.00	0.00
72	Jun - 30	18.00	Leathes Prior	568	18.00	0.00
73	Jun - 30	252.95	J Powell & Son	569	215.28	37.67
74	Jun - 30	8.85	Border Building	570	7.62	1.33
75	Jun - 30	79.89	UK Fire Intl. Ltd	571	67.99	11.90
76	Jun - 30	158.75	Pearsons Ltd	572	135.10	23.65
77	Jun - 30	679.25	Glasdon UK Ltd	573	587.09	101.16
78	Jun - 30	64.00	British Gas month	DD	64.00	0.00
0	Awaited	qrtly	Anglian Water	DD	qrtly	qrtly
79	Jun - 30	537.33	Eastern Contract	DD	457.30	80.03
80	Jun - 30	18.65	TXU Energi-no20/2	DD	17.76	0.89
81	Jun - 12	863.42	TXU Energi-no 20	DD	734.83	128.59
82	Jun - 30	132.38	TXU Energi-no 49	DD	126.08	6.30
0	Awaited	qrtly	TXU Energi-no 51	DD	qrtly	qrtly
0	Awaited	qrtly	BT Fax/Internet	DD	qrtly	qrtly
0	Awaited	qrtly	BT Main tel line	DD	qrtly	qrtly
83	Jun - 14	20.96	FHDC Garage	DD	17.85	3.11
84	Jun - 14	20.00	FHDC Rates Cem	DD	20.00	0.00
85	Jun - 14	<u>257.00</u>	FHDC Rates OSH	DD	<u>257.00</u>	<u>0.00</u>
<b>xTx</b>	<b>TOTAL cf</b>	<b>5227.25</b>			<b>4689.83</b>	<b>537.42</b>
48	Mar - 18	5000.00	BRPF instalment	551	5000.00	0.00

**RECONSIDER BRPF CHQ - NOT YET PAID**

48	Mar - 18	5000.00	BRPF instalment	551	5000.00	0.00
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**CANCEL PWC CHQ - NOT YET PAID**



XX Mar - 18 5875.00 PriceWaterhouse 490 5000.00 0.00

Line Item 48 (Brandon Remembrance Playing Field Grant Aid from Brandon Town Council) of the above accounts was discussed in detail. The Chairman informed the Meeting that he had some concerns in relation to a possible conflict of interests appertaining to Brandon Remembrance Playing Field Trust because of Cllr Silvester's

position as both a District and Town Councillor; the latter was officially a representative on behalf of FHDC and not BTC. Cllr Silvester announced his intention

to clarify the legal position with regard to the Chairman's interpretation of Standing Orders. It was agreed that Cllr Silvester would not speak or vote on this item. As a qualified football referee, Cllr Saxby corrected an error in the "Brandon Life" and emphasised that it is the responsibility of the home team to clear any pitch of dog excrement and not that of the officiating referee. He repeated his concerns from previous meetings that Brandon Town Council must promote the interests of all the people of Brandon. Proposed : Cllr Vant; seconded : Cllr Thorne; **CARRIED** : 5 for, 5 against, 1 abstention, 1 not voted (named: Cllr Silvester).; the Chairman subsequently employed his Casting Vote FOR the Motion. Resolution Record No. **BTC59/01/Jul/02** : THAT (1) ANY DECISION IN RESPECT OF PAYMENT OF THE FIRST INSTALMENT OF THIS GRANT AID BE DEFERRED UNTIL AFTER THE NEXT MEETING OF THE BRANDON REMEMBRANCE PLAYING FIELD TRUST STEERING GROUP ON TUESDAY 23 JULY 2002; (2) AND THAT CHEQUE NO 551 BE WITHDRAWN FROM THE CHEQUE RUN PENDING THE DECISION OF COUNCIL AT THE NEXT FULL BRANDON TOWN COUNCIL MEETING ON MONDAY 02 SEPTEMBER 2002.

Proposed : Cllr Vant; seconded : Cllr Saxby (from the Chair); **CARRIED** : unanimous. Resolution Record No. **BTC60/01/Jul/02** : THAT AGENDA ITEM 32. PRICEWATERHOUSECOOPER BE BROUGHT FORWARD AND DISCUSSED WITH AGENDA ITEM 13. ACCOUNTS LINE ITEM "18 MARCH" PRICEWATERHOUSECOOPER.

Cllrs Mrs Ahern, Saxby and Vant left the room.

Proposed : Cllr Silvester; seconded : Cllr Thorne; CARRIED : unanimous (3 out of room). Resolution Record No. **BTC61/01/Jul/02** : THAT CLLR P S BALDWIN BE ELECTED TEMPORARY CHAIRMAN OF THE MEETING IN THE ABSENCE OF CLLR SAXBY (HAVING DELCARED AN INTEREST AND LEFT THE ROOM).

Cllr Baldwin duly signed the temporary Chairman's Declaration of Acceptance of Office and took the Chair.

The Town Clerk explained that no decision had yet been made by PriceWaterhouse Cooper in respect of the Objection to the 1999/2000 Brandon Parish Council Accounts. The Company had, however, submitted their account for an interim payment in March 2002 and this payment had been deferred at each meeting since

then. PriceWaterhouseCooper was actively seeking payment of this interim invoice.

The Town Clerk noted the next Full Council Meeting would be 02 September 2002. Proposed : Cllr Baldwin (from the Chair); seconded : Cllr Mrs Jureko; *That Brandon*

Cllr Ms Bourton pointed out that Brandon Town (then Parish) Council did not engage PriceWaterhouseCooper and that the financial implications were caused by the three Objectors to the 1999/2000 Brandon Parish Council Accounts. Cllr Silvester emphasized that the Town Council had not agreed to actually make a payment on account. Cllr Edwards confirmed that the request had only been for information as to the potential costs involved. Cllr Ashley agreed with Cllr Ms Bourton that this Council did not instigate the objection. Cllr Silvester concluded by stating that he did not wish any payment to be made until the matter was resolved and a decision handed down by PriceWaterhouseCooper in this regard. Amendment Proposed : Cllr Silvester; seconded : Cllr Thorne; CARRIED : 6 for, 3 against, 0 abstentions (3 out of room). Resolution Record No. **BTC62/01/Jul/02** : (1) THAT NO PAYMENT BE MADE TO PRICEWATERHOUSECOOPER UNTIL THE MATTER OF THE OBJECTION TO THE 1999/2000 ACCOUNTS HAS BEEN RESOLVED AND A DECISION HANDED DOWN; AND THAT (2) CHEQUE 490 BE CANCELLED AS IT WILL HAVE EXCEEDED SIX MONTHS FROM THE END OF THE 2001/2002 FINANCIAL YEAR BY THE TIME OF THE NEXT FULL BRANDON TOWN COUNCIL MEETING ON 02 SEPTEMBER 2002.

Cllrs Saxby, Mrs Ahern and Vant rejoined the meeting.

#### **15. CO-OPTION TO FILL CASUAL VACANCY ON BRANDON TOWN COUNCIL (EAST WARD FOR THE PARISH OF BRANDON)**

No applications received.

#### **16. OFFER TO PURCHASE SCRAP CAST IRON VANDALISED BENCH**

Cllr P Baldwin had previously declared an Interest and now left the room. An offer of £5 had been received, from Cllr Baldwin, to purchase the scrap cast iron resulting from the vandalising of the Victoria Avenue bench. Proposed : Cllr Ms Bourton; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous (1 out of room). Resolution Record No. **BTC/63/01/Jul/02** : THAT THE OFFER OF £5 TO PURCHASE THE SCRAP CAST IRON FROM THE VICTORIA AVENUE BENCH BE ACCEPTED WITH THE PROVISIO THAT THE BUYER COLLECTS.

#### **18. VARIOUS TOWN MATTERS**

A list of matters raised by Cllr Ridgwell had been circulated to Councillors.

18.(i) Queen's Jubilee seat outside Post Sorting Office - Cllrs had already discussed and decided against this option because of cost implications.

18.(ii) Plaque on replacement seat in Victoria Avenue - Cllrs discussed and decided against this option because of cost implications (Voting : 3 for, 8 against, 1 abstention).

18.(iii) Reinstate Market Hill seat outside Flintknappers - this was an FHDC responsibility and a letter would be sent to this effect.

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : 9 for, 0 against, 3 abstentions. Resolution Record No. **BTC64/01/Jul/02** : THAT A WORKING PARTY CONSISTING OF THREE COUNCILLORS, NAMELY: CLLRS MRS AHERN, BALDWIN AND RIDGWELL, BE APPOINTED TO INVESTIGATE THE CONDITION OF ALL BRANDON TOWN COUNCIL-OWNED SEATS AND REPORT BACK TO FULL COUNCIL ON 02 SEPTEMBER 2002.

Proposed : Cllr Mrs Ahern; seconded : Cllr Silvester; **CARRIED** : unanimous. Resolution Record No. **BTC65/01/Jul/02** : THAT FOREST HEATH DISTRICT COUNCIL BE REQUESTED TO REPLACE THE MISSING SEAT AND REPAIR THE REMAINING SEATS ON MARKET HILL, BRANDON, AS SOON AS POSSIBLE.

- 18.(iv) That yellow lines be repainted in London Road - SCC have done so.
- 18.(v) Request FHDC to provide public lavatories at Co-op Car Park - letter to be sent to this effect.

Proposed : Cllr Ridgwell; seconded : Cllr Mrs Jureko; **CARRIED** : 9 for, 0 against, 3 abstentions. Resolution Record No. **BTC66/01/Jul/02** : THAT FOREST HEATH DISTRICT COUNCIL BE REQUESTED TO PROVIDE PUBLIC LAVATORIES AT THE CAR PARK NEXT TO THE CO-OP STORE IN BRANDON.

- 18.(vi) Provision of camouflage by hedge and bushes of pumping station opposite 17 St Dominics, Brandon - it was agreed that the affected residents should write to Anglian Water in this regard.
- 18.(vii) Provision of "dog loo bin" at junction of Gas House Drove/Gas House Lane.

Proposed : Cllr Ridgwell; seconded : Cllr Silvester; **CARRIED** : unanimous. Resolution Record No. **BTC67/01/Jul/02** : THAT FOREST HEATH DISTRICT COUNCIL BE REQUESTED TO PROVIDE A "DOG LOO BIN" AT THE JUNCTION OF GASS HOUSE DROVE/GAS HOUSE LANE, BRANDON.

## **19. BRANDON WEBSITE/BRANDON HISTORY PROJECT**

Cllr Vant had spoken directly to Suffolk County Council Information Technology Department in this regard. He had created the basic Website but now required information for content. It was hoped that this could be organised by the end of August.

## **20. JUSTICES' LICENCE APPLICATIONS**

- 20.(i) N D Guthrie – Brandon Lodge, 14 Market Hill, Brandon
- 20.(ii) D J B Arnold – Bridge House Hotel, High Street, Brandon

Proposed : Cllr Mrs Jureko; seconded : Cllr Silvester; **CARRIED** : 8 for, 0 against, 4

abstentions. Resolution Record No. **BTC68/01/Jul/02** : THAT BRANDON TOWN COUNCIL RESOLVES NO OBJECTION TO THE ABOVE LICENCE APPLICATIONS.

## **21. CHRISTMAS LIGHTS AND CONFIRMATION OF DATE FOR OFFICIAL LIGHTING SWITCH-ON CEREMONY**

The quotation submitted by R Lake Electrical was confirmed, as per 2001, plus an additional charge to provide higher railings as per Health & Safety Regulations, in the

sum of £2,780 – 00 plus VAT. Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC69/01/Jul/02** : THAT

(1) THE INSTALLATION DATE FOR THE CHRISTMAS TREE AND LIGHTS BE FRIDAY 29 NOVEMBER 2002; THAT (2) THE OFFICIAL SWITCH-ON DATE FOR THE LIGHTS BE FRIDAY 06 DECEMBER 2002; THAT (3) THE EARL AND COUNTESS OF IVEAGH BE INVITED TO PERFORM THE OFFICIAL SWITCH-ON CEREMONY ON FRIDAY 06 DECEMBER 2002.

It was noted that the Town Clerk would be away on Annual Leave on the above dates and would have to make the necessary arrangements before her departure.

## **22. + 23. + 24 2001/2002 DISTRICT AUDIT/PAYMENTS/TRIAL BALANCE**

The above items would be deferred until the Full Brandon Town Council Meeting of

Monday 02 September 2002, when it was hoped that matters would have been resolved appertaining to PriceWaterhouseCooper/Objection to 1999/2000 Accounts/District Audit/Adoption of Accounts for 1999 – 2002.

## **25. ADOPTION OF GOLDEN JUBILEE REPORT AND DRAFT ACCOUNTS**

The report dated 22 May 2002 had been previously circulated to Councillors. The draft accounts, demonstrating that the event had been conducted within the allocated budget, were tabled at the Meeting for approval. Cllr Mrs Ahern enquired how many

more medallions were still needed to meet the demand. Cllr Mrs Milner responded that a further 170 had been ordered. Cllr Saxby confirmed that the event would still be within budget after the further invoice had been settled. Cllr Mrs Jureko announced that Brandon and District Rotary had very generously agreed to donate £500 towards the Golden Jubilee Celebrations. Proposed : Cllr Vant; seconded : Cllr Ashley; **CARRIED** : 9 for, 1 against, 2 abstentions. Resolution Record No. **BTC70/01/Jul/02**: THAT THE GOLDEN JUBILEE REPORT OF 22 MAY 2002 AND THE DRAFT ACCOUNTS OF THE GOLDEN JUBILEE WORKING GROUP BE APPROVED AND ADOPTED.

## **26. THETFORD ROAD PLAY AREA – FHDC GRANT AID DEADLINE**

The Town Clerk advised that a letter had been received from FHDC to inform the Town Council that the three-year period of grant aid, initially awarded on 25 February 1999, on a matched-funding basis, was about to expire. The Town Clerk had been able to negotiate an extension, subject to immediate decision on the provision of new play equipment. Proposed : Cllr Saxby (from the Chair);

seconded: Cllr Mrs Jureko; **CARRIED**: 11 for, 0 against, 1 abstention. Resolution Record No.

**BTC71/01/Jul/02** : THAT, TAKING INTO CONSIDERATION THE TIME LAPSE BEFORE THE NEXT FULL BRANDON TOWN COUNCIL MEETING, A WORKING PARTY BE AUTHORIZED WITH DELEGATED POWERS TO PURCHASE PLAY EQUIPMENT FOR THE THETFORD ROAD PLAY AREA UP TO THE BUDGET ALLOCATED FOR THIS ITEM OVER THE PAST THREE YEAR PERIOD.

Proposed : Cllr Mrs Ahern; seconded : Cllr Silvester; **CARRIED** : unanimous. Resolution Record No. **BTC72/01/Jul/02** : THAT THE MEMBERS OF THE WORKING PARTY AUTHORIZED WITH DELEGATED POWERS TO PURCHASE PLAY EQUIPMENT PER RESOLUTION BTC71/01/JUL/02 ABOVE BE CLLRS SAXBY, MRS AHERN AND MRS JUREKO.

## **27. RISK ASSESSMENTS CONDUCTED IN JUNE 2002**

The Town Clerk and Senior Town Keeper had continued the rolling programme of Risk Assessments and a list for June 2002 was circulated to all Councillors for their records.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC73/01/Jul/02** : THAT QUOTATIONS BE SOUGHT FOR THE REPAIR OF THE POST-AND-RAIL FENCING ALONG THE RIGHT-HAND SIDE OF THE THETFORD ROAD PLAY AREA.

Proposed : Cllr Mrs Ahern; seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC74/01/Jul/02** : THAT QUOTATIONS BE SOUGHT FOR A LITTER BIN TO BE PLACED WITHIN THE THETFORD ROAD PLAY AREA.

The Town Clerk explained that a considerable amount of debris had fallen from the wall and fencing of Border Building Supplies, Thetford Road, Brandon, into the pathway "Monkey Stile" between Gas House Drove/Thetford Road, Brandon.

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC75/01/Jul/02** : THAT BRANDON TOWN COUNCIL WRITES TO BORDER BUILDING SUPPLIES OF THETFORD ROAD, BRANDON, SEEKING IMMEDIATE REPAIRS TO THEIR WALL AND FENCING CURRENTLY IN A POOR STATE OF REPAIR AND ENCROACHING UPON THE PATHWAY "MONKEY STILE" BETWEEN GAS HOUSE DROVE/THETFORD ROAD, BRANDON.

## **28. ADOPTION OF NEW STANDING ORDERS FROM NALC**

None yet received – defer until 02 September 2002 Meeting.

## **29. AGENDA FOR ANNUAL CEMETERY INSPECTION – 17 JULY 2002**

The Inspection would take place on Wednesday 17 July 2002 at the Cemetery at 7:00 p.m. All Councillors invited to attend with Town Clerk and Senior Town Keeper. A request had been received from a bereaved resident for a plaque in commemoration of a stillborn baby recently lost. Cllr Ms Bourton left the Meeting

at 9:24 p.m. It was agreed to take further advice from SALC, in this regard but it was felt that a rosebush, near the front wall of the cemetery with a plaque in the ground might be an acceptable alternative to the resident. Cllrs Edwards and Silvester left the meeting at 9:30 p.m. Proposed : Cllr Baldwin; seconded : Cllr Thorne; CARRIED : unanimous. Resolution Record No. **BTC76/01/Jul/02** : **THAT A ROSEBUSH PLUS PLAQUE BE PERMITTED WITHIN BRANDON CEMETERY IN THESE SPECIAL CIRCUMSTANCES AND SUBJECT TO VERIFICATION FROM SALC.**

### **30. BRANDON ORCHARD PROJECT**

Confirmation had been received from Brandon Communities Partnership that a grant aid amount of £7,000 had been allocated for progression of the Brandon Orchard Project. This was a significant contribution together with a matched fund of £1,000 from Brandon Town Council. A report had been received from FHDC on the progress to date. Brandon Town Council had already advised FHDC of its wishes, following the site meeting in January and wished to re-iterate its understanding that FHDC would maintain the Brandon Orchard, on a contract basis, once the work had reached completion. FHDC had originally offered to co-ordinate the flint wall repairs and volunteers, but now appeared to be offering only advice, with the onus upon the Town Council to promote and manage the workforce to repair the wall. It was agreed that the Town Clerk should write back to FHDC and emphasize the content of the earlier report from the original site meeting. The Town Clerk advised that a meeting would take place at the Brandon Orchard, on Monday 15 July 2002 at 10:30 am, at which all Councillors were welcome to attend. Cllrs Mrs Jureko and Vant expressed their interest in attending.

### **31. CRIME & DISORDER ACT 1998 – SECTION 17 CIRCULATED PLUS**

The Town Clerk drew the attention of all Councillors to the importance of reading and understanding the circulated information on the Crime & Disorder Act 1998 – Section 17 and their responsibilities in this respect. Also

### **32. CORRESPONDENCE FROM PRICEWATERHOUSECOOPER**

Dealt with under Agenda Item 13. above.

### **33. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC**

Proposed : Cllr Saxby (from the Chair); seconded : Cllr Vant; CARRIED : unanimous. Resolution Record No. **BTC77/01/Jul/02** : **“THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW FOR THE FOLLOWING REASONS: STAFFING ISSUES; QUOTATIONS. [Section 100(A)(4) LGA 1972]**

### **34. FINANCIAL IMPLICATIONS OF AGREED NEW CEMETERY**

The Section IV Grave Audit 1996 – 2002 current had been completed and circulated to all Councillors for information. A letter had been received from the SCC County Valuer’s Office, advising that he had been in contact with the vendors of the land in question. The Town Clerk had been loaned a copy of the SCC File, on the proposed new Cemetery purchase and was due to meet with SCC Property Review Staff on

Thursday 04 July 2002.

**35. QUOTATIONS : COURT PAINTING : THETFORD ROAD PLAY AREA**  
Defer until 02 September 2002 Meeting.

**36. THETFORD ROAD PLAY AREA – EQUIPMENT PRICES**  
Dealt with under Item 26. above and refer to 02 September 2002 Meeting.

**37. BRANDON TOWN COUNCIL : SUFFOLK PROPERTY REVIEW**  
Dealt with under Item 34. above and refer to 02 September 2002 Meeting. Notes of a Stakeholders Meeting held at Brandon House Hotel on 17 June 2002 and attended by the Town Clerk had been circulated previously to all Councillors for information.

**38. QUOTATIONS FOR CEMETERY NOTICE BOARD REPLACEMENT**  
Four quotations had been obtained for the replacement of the existing Cemetery Notice Board. These were shown in three parts, namely wooden sign, PVC weatherproof plastic, aluminium with metal posts. All prices plus VAT. Anglia Signs; Bajco; Blizzard; Tony Goffin (£218.68, £199.24, £219.16). Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **THAT THE QUOTATION OF TONY GOFFIN SIGNS IN THE SUM OF £218.68 + VAT TO SUPPLY BLACK PLYWOOD NOTICE BOARD WITH WHITE LETTERING (NOT INCLUDING FITTING) FOR BRANDON CEMETERY BE ACCEPTED.**

**39. STYLE AND COSTINGS FOR VICTORIA AVENUE LITTER BIN**  
A Black bin with gold lettering at a cost of £162.14 was selected for the Victoria Avenue site. A similar bin was selected for the Thetford Road Play Area.

**40. PROVISION OF STREET LIGHT IN CROWN STREET, BRANDON**  
The second part of the street light quotation for a lamp in Crown Street, Brandon, had been received from 24seven in the sum of £424 + VAT total £498.20. This was accepted in conjunction with the earlier Eastern Contracting quotation of £288 + VAT exclusive of statutory services works. It was agreed to proceed with the provision of a streetlight at the location already identified by the Town Clerk and Cllr Baldwin of the West Ward Lighting Committee. Proposed : Cllr Baldwin; seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC79/01/Jul/02 : THAT A STREET LIGHT BE COMMISSIONED IN CROWN STREET, BRANDON, ON THE PAVEMENT BETWEEN 24 AND 26 CROWN STREET, AT THE LOCATION IDENTIFIED AND AGREED AND PER THE QUOTATIONS SUPPLIED BY EASTERN CONTRACTING AND 24SEVEN.**

**41. REPAIRS TO TOWN SIGN PLINTH BASE BRICKWORK**  
Quotations had been obtained in this regard and it was agreed to accept that of M Vincent in the sum of £32.80 non VAT. Proposed : Cllr Saxby (from the Chair); seconded : Cllr Mrs Jureko; **CARRIED** : unanimous. Resolution Record No. **BTC80/01/Jul/02 : THAT THE QUOTATION SUPPLIED BY M VINCENT IN THE SUM OF £32.80 NON VAT FOR THE REPAIRS TO THE TOWN SIGN PLINTH BASE BRICKWORK BE ACCEPTED.**

**42. NALC ANNUAL SALARY INCREMENT FOR ALL STAFF**

Decision awaited from NALC (which will be backdated to 01 April 2002). Defer until next meeting on 02 September 2002.

### **43. PROVISION OF AMENDED CIVIC REGALIA AND DESIGN THEREOF**

The Town Clerk had obtained some literature, including price lists, for discussion with regard to the possible provision of amended Civic Regalia for Brandon Town Council. However, more specific instructions were required as to size/shape/design of any such Medallion and Chain of Office. Cllr Mrs Ahern noted that the current green, suspension ribbon was not the original article. Cllr Baldwin was concerned that the cost of a completely new medallion could cost in the region of £600 to £700 plus VAT. He wondered if it would be possible to alter the word "parish" to "town" by simply re-enamelling the existing medallion and providing a better ribbon/cord. Cllr Thorne observed that the incumbent of the Chairman's role should feel the regalia to be sufficiently dignified when representing the town at official functions. Cllr Vant agreed with Cllr Baldwin's suggestions, as did Cllr Ashley, who reminded Councillors that they had agreed that it would not cost the town money to change the Council's title from parish to town. Proposed : Cllr Baldwin; seconded : Cllr Mrs Ahern; **CARRIED** : unanimous. Resolution Record No. **BTC81/01/Jul/02** : THAT A QUOTATION BE OBTAINED FROM THOMAS FATTORINI LTD FOR THE RE-INSCRIPTION OF THE EXISTING CIVIC REGALIA MEDALLION.

Proposed : Cllr Mrs Ahern; seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC82/01/Jul/02** : THAT A QUOTATION BE OBTAINED FROM THOMAS FATTORINI LTD FOR THE PROVISION OF A CHAIN FOR THE EXISTING CIVIC REGALIA MEDALLION.

Proposed : Cllr Mrs Ahern; seconded : Cllr Thorne; **CARRIED** : unanimous. Resolution Record No. **BTC83/01/Jul/02** : THAT A QUOTATION BE OBTAINED FROM THOMAS FATTORINI LTD FOR THE PROVISION OF A SUITABLE SUSPENSION CORD FOR THE EXISTING CIVIC REGALIA MEDALLION IN A MATCHING SHADE OF BLUE.

The existing Civic Regalia Medallion was handed into the safekeeping of the Town Clerk.

Meeting closed at 9:59pm. Next Meeting as per approved Schedule to be Brandon Full Town Council on Monday 02 September 2002.